

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0405***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: STAGE MANAGER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise and coordinate the operation and maintenance of the buildings, HVAC systems, stage and theater production equipment for the city's civic facilities.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises and coordinates subordinate staff and contract labor in the maintenance of buildings, HVAC systems, stage, and production lighting systems.

Assists in supervising the use of building, stage and public areas during productions, shows and events.

Monitors HVAC, plumbing and electrical systems to ensure proper and safe working condition; maintains internal temperature of buildings; operates and adjusts steam boiler and air conditioner; operates production lighting and sound equipment.

Conducts routine repair work on HVAC and plumbing systems; maintains and repairs lights and electrical systems; performs carpentry duties; conducts routine equipment repairs.

Inspects and maintains stage and production equipment including stage lights and circuits, stage ribbing system, audio sound equipment, cables and drapes; keeps stage, loading area, grid and fly areas clean and free of debris.

Operates fork lift, sound mixer, lighting controls, HVAC systems, electrical circuitry and other technical systems.

Gives tours of facilities as requested; answers questions from promoters and others regarding physical facilities and equipment.

Confers with technical staff and crews in planning for upcoming events.

Prepares and files time sheets and billing invoices for contract labor.

Assists in identifying needed equipment and supplies for facilities support; assists in gathering bids and pricing information for purchases.

Prepares purchase requisitions and purchase orders; reviews invoices and incoming shipments of equipment and supplies for accuracy; processes approved invoices for payment.

Operates personal computer, printer, facsimile, telephone, copier and other standard office equipment in performing administrative duties.

Refers to building maintenance reports, architectural drawings, electrical diagrams, contracts, rider agreements, and other documents and materials in performing assigned job duties.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in mechanical engineering, facilities maintenance; supplemented by one (1) to two (2) years previous experience and/or training involving building maintenance and construction work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature and noise extremes, machinery, or electric currents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.